# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>2</td>
</tr>
<tr>
<td>Residential Student Experience</td>
<td>3</td>
</tr>
<tr>
<td>Learning Goals</td>
<td>4</td>
</tr>
<tr>
<td>Florida State University Civility Statement</td>
<td>4</td>
</tr>
<tr>
<td>Residence Hall Staff</td>
<td>5</td>
</tr>
<tr>
<td>COVID-19 &amp; Public Health</td>
<td>6</td>
</tr>
<tr>
<td>Residence Hall Information</td>
<td>7</td>
</tr>
<tr>
<td>Moving In</td>
<td>9</td>
</tr>
<tr>
<td>Moving Out</td>
<td>10</td>
</tr>
<tr>
<td>Personalize Your Room</td>
<td>11</td>
</tr>
<tr>
<td>Getting Involved in the Halls</td>
<td>12</td>
</tr>
<tr>
<td>Roommate Relationships</td>
<td>14</td>
</tr>
<tr>
<td>Safety in the Halls</td>
<td>15</td>
</tr>
<tr>
<td>Safety Resources</td>
<td>17</td>
</tr>
<tr>
<td>Severe Weather</td>
<td>18</td>
</tr>
<tr>
<td>Student Organization Space Reservations</td>
<td>19</td>
</tr>
<tr>
<td>Computer Usage</td>
<td>20</td>
</tr>
<tr>
<td>Community Expectations</td>
<td>21</td>
</tr>
<tr>
<td>Policy Violation Procedures</td>
<td>26</td>
</tr>
<tr>
<td>Housing Contract Information</td>
<td>27</td>
</tr>
<tr>
<td>Florida State University Discrimination Policies</td>
<td>29</td>
</tr>
</tbody>
</table>
**Residential Student Experience**

University Housing is not just a place to live. It is an educational environment in which we are dedicated to helping you learn outside of the classroom and preparing you for life beyond college. In addition to the typical services provided in a housing operation, you will find opportunities to become involved, work with quality-trained and professional staff, and gain exposure to opportunities that will empower and support you to achieve your full potential.

**What is Residential Curriculum?**
Residential Curriculum is defined by institutional mission and purpose. It intentionally sequences learning opportunities to foster student development. The Curriculum identifies clear learning goals and outcomes grounded in the history, culture, mission, and purpose of each institution. Staff members utilize student engagement strategies to provide opportunities for students to achieve these learning goals and outcomes. Strategies include intentional conversations, events, bulletin boards, community meetings, and more.

**Educational Priority:**
Florida State University Housing will empower and support residential students to achieve their full potential.
# Learning Goals

## Wellness
Students will achieve their full potential through environmental, physical, emotional, and financial wellbeing.

1.1 Formulate personal wellness goals.
1.2 Utilize resources to enhance wellness.
1.3 Apply habits to support wellness.
1.4 Reevaluate wellness plans during times of challenge.

## Connection
Students will be active community members that shape a supportive and safe environment.

2.1 Apply skills to develop social connection.
2.2 Engage community and campus resources.
2.3 Understand personal impact on community.
2.4 Develop institutional pride.

## Scholarship
Students will enhance their academics and career readiness by connecting with campus partners and faculty.

3.1 Identify strategies for academic success.
3.2 Utilize campus resources that support academic enhancement.
3.3 Connect with faculty outside of the classroom.
3.4 Identify strategies for career advancement.

## Respect
Students will uphold responsibility and mindfulness when engaging their communities.

4.1 Recognize social identities of self and others.
4.2 Implement respectful communication with others.
4.3 Act whenever respect for the community is not upheld.
4.4 Construct socially just actions to advocate for marginalized communities.

## Florida State University Civility Statement

**Uphold the Garnet & Gold**

- Demonstrating **respect** for ourselves and others
- Taking **responsibility** for yourself and those around you
- **Reflect**ing the values of Florida State

Florida State University is a diverse community with a longstanding tradition of respect for the dignity and worth of each person. We recognize the importance of disagreement and informed debate for a dynamic learning environment, we also expect each member of our community to embrace the values of civility and ethical conduct and share in the responsibility to promote these values. Uphold the Garnet and Gold by demonstrating respect for ourselves and others, taking responsibility for yourself and those around you, and reflecting the values of Florida State.

**Values and Moral Standards at Florida State University**

[https://registrar.fsu.edu/bulletin/graduate/information/integrity/](https://registrar.fsu.edu/bulletin/graduate/information/integrity/)
Residence Hall Staff
Residence Hall Staff members strive to maintain a comfortable and educational environment for all residents. They train together weeks before you arrive and work together throughout the year to make your living experience on the campus of Florida State University enjoyable. You will interact with Residence Hall Staff frequently during your time with University Housing.

Student Staff
As you move in, you will notice a variety of student employees who work for University Housing. All of these student staff members are trained in their particular roles and are excellent resources for your success and well-being. Student-staff include Resident Assistants, Desk Assistants, and Academic Trainers.

Resident Assistant (RA): When you move in, look for your Resident Assistant. RAs are full-time students who live on the floors in the halls. An RA’s role is to assist with individual and group concerns, plan community building events, enforce housing policies, and serve on-call during evening and weekend hours.

Desk Assistant (DA): Desk Assistants are student employees who work the front desks in our residence halls and place a high importance on overall customer service. They work closely with University Housing staff and other stakeholders to provide the best experience in our halls. Desk Assistants complete walking rounds of the buildings and assist residents with issues or concerns during their shift.

Academic Trainer: Academic Trainers are current students who serve University Housing by helping residential students succeed in their academic endeavors. Academic Trainers work in our Academic Resource Centers as peer educators to help students with study skills, study scheduling, and resource referrals. Academic Trainers are also mentors in our Engage 100 Course. Students who need academic assistance can make appointments to meet with an Academic Trainer. We offer two types of consultations: Time Management and Study Skills. Based on the type of appointment, Academic Trainers will be able to gear conversations toward the individual needs of the students they meet with. Schedule an appointment here!

Head Staff (Professional & Graduate Staff)
Head Staff oversee the student staff within Housing. These individuals come from a variety of backgrounds and are dedicated to the successful functioning of the halls. Most live and work in the hall or complex and have offices near the front desk. Residents are encouraged to drop in or schedule an appointment with their Head Staff. A member of the Head Staff team may be contacted through the student staff in the event of an emergency 24 hours a day.
**Residence Coordinator:** Residence Coordinators are live-in, Master’s level professionals who assume responsibility for the total operation of a residence hall. They supervise staff, provide support to individuals and groups, coordinate hall programs, and serve as conduct officers.

**Program Coordinator:** Program Coordinators are Master’s level professionals who oversee the daily operations of a programmatic functional area such as desk operations, Inter-Residence Hall Council (IRHC), National Residence Hall Honorary (NRHH), staff recruitment and training, or conduct and care.

**Assistant Coordinator:** Assistant Coordinators are full-time graduate students of the Higher Education program at FSU. These graduate students assist the Coordinators in ensuring the smooth operation of functional areas and residence halls. They supervise staff, provide support to individuals and groups, coordinate hall programs, and serve as conduct officers.

**Facilities Staff**
Each hall has a designated Facilities Supervisor, Custodial Staff, and Maintenance Technician. These full-time employees oversee custodial and maintenance services in the halls. Among these services are: room repair requests, Health and Safety inspections, and maintenance inspections. For more information on their role, visit: housing.fsu.edu/current-residents/facilities-resources/what-we-do

**COVID-19 & Public Health**
Florida State University is dedicated to protecting the health and safety of our students and minimizing the spread of COVID 19 in our community. We will endeavor to update you with timely information about specific health and safety guidance. Residential students and their visitors are required to comply with health and safety laws, regulations, and guidance adopted by University Housing as it relates to COVID 19.

**Protective Wear**
Face coverings are recommended while indoors, in accordance with CDC guidance. Any student meeting with a staff member may be asked to wear a mask throughout the meeting. Students should supply their own 2-layer cotton cloth mask or face covering.

**Social Distancing**
Residents cannot gather in groups larger than the posted occupancy limits and to practice social distancing when in the hall.

**Isolation**
Although we have preventative measures in place to reduce the spread of COVID-19 and other illnesses, University Housing cannot guarantee that residents will not become exposed to COVID 19. By living in community, you acknowledge there is an elevated risk of contracting any contagious illness simply due to the dense population. Students that test positive for COVID-19 will be required to relocate off campus for isolation. Students will need to stay in the isolation location for a minimum of 10
days and must be cleared by the Department of Health before being allowed back into their assigned room and hall.

**Residence Hall Information**

This list highlights some of the most frequently accessed services in the halls. If you need further information or want to ask about other services available, please see a staff member or go to your hall’s front desk.

**Lock-Out Assistance**
Temporary lockout keys are available at the residence hall's main desk. Upon confirmation of your identity, staff will sign out a key and expect you to return the key within 30 minutes, or staff will escort you to your room with the key and unlock the door. If you have lost a key or are unable to locate your key, a lock change must be requested for the safety and security of the room and will be billed accordingly to your student account.

**Equipment and Game Rentals**
Your residence hall front desk has resources available for your use throughout the year. Many of these resources are available to rent throughout the day including materials for use in the hall study rooms, cooking supplies, and cleaning supplies. To check out equipment, residents will need to provide a valid identification card to the front desk that will be held until the equipment is returned. *Florida State University ID cards are not accepted to check out equipment.*

**Maintenance and Repairs**
To have repairs done in student rooms or public areas, submit a work order via the University Housing website (housing.fsu.edu/current-residents/facilities-resources/) Students can also contact the Facilities Supervisor in each hall for any facility questions. To find the Facilities Supervisor for your community, please visit our website and look for your residence hall. Staff will post dates for health and safety inspections, air-conditioner filter changes, and other special cleanings and repairs.

**Bathroom Cleaning**
Residents are responsible for the day-to-day cleaning and upkeep of their bathrooms. Residents can seek advice on proper ways to maintain bathroom spaces from their hall's Facilities Supervisor at any time. Just as with other facilities issues, staff may enter the room in the event of an urgent matter.

**Information Technology Services (ITS)**
ITS is the service provider for RESNet (high-speed internet in the residence halls) in the residence halls. Wi-Fi is available in all halls but students are encouraged to also bring an Ethernet cord for direct connection. RESNet service is provided for no additional charge to all on-campus residences. Call 850-644-4357 or go to helpdesk.fsu.edu/ for assistance with or information about any of the above services.
**Wireless Printers and Gaming Systems**

Students should not utilize wireless printers with the wireless capability turned-on, as the wireless printer function interferes with the wireless network within the halls. All printers should be wired and connected to a computer. Gaming systems must be registered via the ITS website.

**Pest Control**

If you are having problems with insects, report the problem to your front desk as soon as possible. A sign-up sheet at each hall desk is available to request pest control treatment. *Rooms are treated for insects by request only.* Please help us in this service by keeping your trash cans emptied and dishes clean throughout the year.

**Laundry Facilities**

Laundry rooms are only for the use of residents. These machines are available for use 24 hours a day and operated with the FSUCash system. Visit [http://laundryview.com/lvs.php](http://laundryview.com/lvs.php) to see which washers and dryers are currently available in your hall, or go to the myFSU Mobile app, and review the Laundry options to find an available machine in your community.

**Mail Service & Deliveries**

UPS, FedEx, DHL, and United States Postal Service mail is delivered to the UPS Store on Woodward Avenue. The Housing portal lists your U-Box number (five-digit box number). When packages arrive, students will be notified via e-mail. Student will need a photo ID to pick up their package.

Deliveries from florists may be made to the hall office; if a delivery is taken to the hall, a staff member will notify students when deliveries arrive. Photo ID and signature are required for any items received. For more information on the address for your specific residence hall, check with your hall's desk or go to: [https://housing.fsu.edu/current-residents/residence-halls#/home](https://housing.fsu.edu/current-residents/residence-halls#/home)

**Windows**

Unhooking or removing window screens is not allowed for any reason. Report damaged screens to the Facilities Supervisor for your building. Removal or damage to screens may result in financial charges to the student. Facilities staff recommend that residents keep room windows closed as a way to help regulate the humidity and moisture levels in rooms. Florida is a very humid state and open windows can cause walls and ceiling in student rooms to “sweat.” Some window screens are affixed using a red plastic cord; students are prohibited from breaking this cord or removing the window screen.

**Mold and Mildew**

Tallahassee and the surrounding area experience high levels of humidity and temperature in Spring, Summer, and early Fall. This climate creates more opportunities for environmental issues such as moisture, mold and mildew to occur. Please know that Facilities staff have HVAC equipment in place to maintain suitable environmental levels in our residence halls. If you do come across HVAC or other room issues in your space, please report it immediately via the [Repair Request](https://housing.fsu.edu/current-residents/residence-halls#/home). The sooner we are aware of it, the sooner we can assist you in solving this problem.
Steps you can take to help discourage higher levels of moisture and humidity in your room:

- Notify the Facilities staff of any concerns related to air conditioning/bathroom fan malfunction, and/or recurring moisture issues.
- Although it is not needed to maintain target humidity levels, students are permitted to bring one small dehumidifier. Empty the dehumidifier often.
- Keep the air conditioning/heating system on and the windows closed.
- Utilize bathroom exhaust fans when available.
- Wipe off visible moisture and sitting liquids from windows, walls, floors, vanities, sink tops, and other surfaces that get wet/damp easily as soon as reasonably possible.
- Hang damp towels, and any wet shoes, jackets or clothes in a well-ventilated area.
- Avoid air-drying dishes and clothing.
- Keep a clean room – do not leave food out to collect moisture and promote growth.
- Keep closet doors ajar to improve air circulation; don’t over-pack closet to allow air to circulate.

Care of Student Rooms and Public Areas
You are responsible for the care of your room and furniture. University Housing does not provide housekeeping services in student rooms. Damages, alterations, or unauthorized use of rooms or special cleaning necessitated by improper care of public areas, rooms or equipment, may result in financial charges to residents.

Sustainability
It is critical that we all do our part to live more sustainably, and we would like to encourage you to be sustainable while you are living in the residence halls.

Recycling
University Housing offers in-hall recycling for paper, plastics, glass and aluminum in designated areas throughout the residence halls. We also encourage cardboard recycling by placing clean (non-food used) cardboard items by the dumpsters outside of the halls.

Blue Recycling Bins
These bins are in all of the residence hall rooms and should be utilized to sort recyclable materials. Take the blue bins to the recycling location in your building, and sort materials properly.

Moving In
Key Distribution
Keys are issued for your room and must be returned when you change rooms or vacate the building. If you lose or fail to return any keys to your room, you will be charged for a lock change.
Reporting Room Concerns
All incoming residents should report any concerns with the space upon move in via the online Repair Request. Damages not noted upon move-in may result in financial and/or conduct charges when a student vacates their room.

Room Refrigerators
Rooms are provided with one refrigerator from University Housing. No other refrigerator or freezer is permitted. Residents are responsible for cleaning their refrigerator on a regular basis and before they vacate their room. If a student requires more fridge space due to an accommodation, please contact the Office of Accessibility Services (dsst.fsu.edu/oas).

Additional Appliances
Due to electrical/plumbing constraints and concerns, the use of appliances such as dishwashers, additional refrigerators/freezers, or personal washing machines is not permitted in University Housing. Cooking appliances, with the exception of microwaves, are meant to be stored in suites/rooms and taken to the kitchen for use.

Storage of Bicycles and Motorized Vehicles
Storage for bicycles in student rooms is available with permission of the roommate. Because of the possibility of fire, at no time may motorized vehicles (including but not limited to motorcycles, mopeds, hoverboards, self-balancing scooter boards, two-wheeled scooters, Segways, carts, etc.) be operated, charged, or stored inside any residence hall. Any internal combustion engine vehicle discovered in a residence hall room will be removed and stored at the owner's expense. Bicycles stored outside must be in appropriate bicycle racks. If you would like to learn more about registering your bicycle with FSUPD, visit: transportation.fsu.edu/bicycles

Moving Out
Any time a resident moves out of their current residence hall room, regardless of time of year or reason, they must abide by the following check out procedures:

Cleaning Your Room
Residents are to completely clear their room prior to checking-out. All trash should be taken to the trash room and put in the trash chute. Large items should be taken to the dumpsters behind the building. Students should not leave behind items they do not want in their room. Items left behind may result in financial and/or conduct charges.

Initiating the Check-Out Process
When you are ready to check-out (room is clear of all personal belongings and cleaned), you should visit the front desk and inform the staff member of your intention to check out. Residents must check-out with a staff member before permanently leaving the residence hall.
**Damages**
During check-out, your room will be assessed for any damages that occur during the duration of your stay. Head Staff of the building will make all final damage assessments and charges in conjunction with the Facilities Supervisor. Residents will be notified of damage(s) and cost to repair damage(s) via email within 5-7 business days after checking out. To appeal a damage charge, residents may send an appeal request to appropriate hall staff within 10 business days of damage bill receipt. The appeal should include the resident's name, residence hall/room number, and a detailed explanation of the refuted charge.

**Key Return**
The last part of the checking out process should be returning your key to the front desk of your residence hall. After the staff member checks your room condition, they will walk with you to the front desk where you will sign the key back in. Failure to return any keys to your room will result in a charge for a lock change.

**Abandoned Property**
Any items, regardless of value, left in rooms when occupancy is terminated will be considered abandoned property. Residents may be billed for the cost incurred by storing or properly disposing of such items. All such articles shall be kept for 30 days after the student has departed. If not claimed during this period, they will be disposed of by University Housing.

**End of the Year Check-Out**
At the end of the Spring semester, all residents will check-out of the residence halls. In order to accommodate the vast number of residents moving out during the final week of the semester, the checkout process during Spring closing is more structured. Your RA will have a special meeting near the end of the Spring semester, prior to finals week, to explain the details of spring closing. Bulletin boards on every floor will post closing information.

**Personalize Your Room**
We encourage residents to be creative and personalize your space; it’s your home away from home! However, there are some guidelines to consider before proceeding with your decorating plans. If you ever have questions, please ask a Housing staff member.
**Furniture** - All furniture provided by the University must remain in your room and all lounge furnishings must remain in the public areas. All rooms include a student desk, desk chair, Twin XL bed frame and mattress, and dresser per resident.

**Lofts** - Lofts are not permitted in the residence halls since beds with adjustable heights are provided in most spaces. If you would like your bed raised, contact your Facilities Supervisor or submit a Repair Request for assistance.

**Bed Risers** - To gain additional space for storage under beds, bed risers may be purchased and utilized to raise moveable beds as high as six inches from the floor.

**Cement Blocks and Bricks** - Cement blocks or bricks are not permitted in the residence halls due to concerns about safety and damage. They may not be used as risers for beds or other furniture in the rooms at any time.

**Damage to Walls** - Because of damage caused to walls, nails, wall mounted TV brackets, wall mounted shelving and other such items are not permitted in the residence halls. Students should not attempt to repair or paint walls.

**Getting Involved in the Halls**

Become involved in your hall and community! In addition to the employment opportunities detailed previously, several volunteer opportunities and organizations are available in the halls:

**Hall Council:**

Run for your Residence Hall Council Executive Board! Hall Council volunteers plan social events, approve the purchase of equipment for cleaning, cooking, and recreation, and participate in community service projects. An ideal Hall Council is one that provides these services and gives residents a chance to speak out and be heard on the issues that affect Florida State University residents.
Floor Representatives are needed, too. They may be asked to vote on monetary appropriations for programming and to approve the use of public lounge space by campus organizations. Talk to your RA or Head Staff for more information.

**Inter-Residence Hall Council (IRHC):**

Every hall council is represented in a larger organization known as the Inter-Residence Hall Council (IRHC). The IRHC serves as a bureau of the Student Government Association. The main purpose of IRHC is to support hall programs and activities campus-wide and to represent the views of students to University Housing, Student Government, and university administration. Every resident is a member of the IRHC and may volunteer for committees, run for office, and attend state, regional, and national conferences. Each residence hall has the opportunity to vote at the weekly IRHC meetings.

For more information about IRHC visit:

- **Website:** sga.fsu.edu/irhc.shtml
- **Facebook:** facebook.com/IRHCFSU
- **Instagram:** @IRHCFSU
- **Twitter:** @IRHCFSU

**National Residence Hall Honorary (NRHH):**

Students who dedicate at least one semester of service to their residence hall community and maintain a high-grade point average may be selected into the Garnet and Gold chapter of the National Residence Hall Honorary (NRHH). Chartered in 1981, NRHH recognizes residence hall leaders who excel in academics, leadership skills and service activities. Membership in NRHH is limited to the top one percent of all residence hall leaders. NRHH provides opportunities for involvement in the University and the community. Each month NRHH recognizes outstanding efforts by student leaders and Housing employees alike, culminating in its annual Torch Awards program at the end of the year. NRHH will hold recruitment drives each semester, so look for information and applications throughout the year.

For more information about NRHH:

- **Website:** fsu.campuslabs.com/engage/organization/nrhh
- **Instagram:** @fsunrhh
Residential Conduct Board (RCB):

Residential Conduct Board (RCB) is a group of current housing residents who hear cases of alleged violations of the Student Conduct Code and Housing policies by residents. Conduct Board members are responsible for hearing the alleged violation(s), and, with support of an advisor, determining if the party is responsible for the violation and what outcomes will be assigned. This is a fantastic involvement opportunity for students with an interest in law, social justice, or the upholding of community standards! If you’re interested in being a part of the Residential Conduct Board, please contact the Residential Student Experience Office at 850-644-2863.

For more information about RCB:

Website: nolecentral.dsa.fsu.edu/organization/uhconductboard

Roommate Relationships

Many students come to campus with limited experiences in sharing a room with another person. You and your roommate may be fortunate enough to develop a life-long friendship, or you may just live together for a short time and then move on to other living situations. When people are sharing a living space, it is natural for conflicts to arise sometimes, regardless of whether the roommates have just met or have known each other for years. Even though you and your roommate will probably disagree about some things, you both have come to Florida State University to succeed. Our goal is to have all roommates get along, respect each other, and enjoy a comfortable living environment.

If you need assistance, Housing Staff are here to help. Complete your Roommate Agreement during your first few weeks with the help of your Resident Assistant. This document is reviewed by your Resident Assistant and Head Staff. It is a guideline for discussion as well as a record of agreements between you and your roommate.

Tips for a Successful Roommate Relationship:

- **Communicate in-person, early and often!** Address problems right away in a face-to-face manner. Electronic communication has a tendency to be misinterpreted. Do not let an issue simmer until you are so angry that you cannot have a constructive conversation with your roommate about the issue. Lack of communication is a source of many conflicts.
- **See your RA and complete the Roommate Agreement as soon as possible.** Come to agreements that you can live with and terms that you both can agree on.
- **Set realistic goals:** don’t expect your roommate to be your best friend and constant companion. Best friends who room together have often rethought that idea after one semester.
- **Be considerate** of your roommate’s privacy and values, and be open to new lifestyles and possibilities.
- **Courtesy is contagious.** Ask before borrowing anything, take accurate messages, honor the agreements you make with each other.
If Conflict Occurs:

- When discussing your conflict, maintain a respectful demeanor, be honest, and be willing to compromise.
- While it is natural to vent your frustrations, involving other residents and friends on the floor is unfair. Keep the issue private.
- If you cannot express yourself verbally, try writing down your concerns first.
- If you are having trouble managing the conflict, ask your Resident Assistant or Head Staff for help.
- In the event that a roommate or suitemate agreement cannot be reached, University Housing reserves the right to set reasonable expectations of roommates or suitemates. Additionally, University Housing reserves the right to relocate residents, as deemed necessary.

Safety in the Halls

Safety Concerns in the Halls

Get into the habit of locking your room door every time you leave the room and when you are inside the room alone. Don’t respond with “Come in!” to every knock without first checking who is at the door. Carry your keys with you at all times. Never admit a non-resident into the hall. Do not prop exterior doors and, if you see a door propped open, close it immediately.

Keys & Access Cards (FSUCard)

Providing keys or FSUCards to anyone else (friends, roommates, parents, etc.) is a violation of University policy. University Housing will only issue keys and FSUCard access to halls based on an individual student’s assignment. Students should always be able to produce their key and FSUCard at all times.
Valuables
We strongly recommend renter’s insurance for the duration of your stay on campus. We cannot accept responsibility for damage or theft of students’ property. Money and small valuables should be kept in a bank or safe deposit box. Laptop computers and other personal valuables can be registered online by visiting https://www.police.fsu.edu/services-resources or by using the SeminoleSAFE app. Lockable drawer space is also provided in your room and may be secured with your own padlock or combination lock.

Elevators
If the elevator stops working while you are inside, you should press the alarm button and remain inside the elevator until help arrives. The alarm should only be used in event of emergency. Trained elevator personnel and Fire Department personnel are the only people authorized to remove occupants trapped in an elevator. Under no circumstances should you attempt to release trapped occupants or to force elevator doors open. Residents should report elevator problems to the front desk or University police right away.

Weapons
Possession or use of a firearm, knife, sword, pellet gun, air gun, spring loaded or paintball gun, or other weapons on campus is a violation of the FSU Student Conduct Code. Students found in the possession of any weapons will be subject to disciplinary action.

Fire Safety
During fire alarms, residents may not use elevators and should use the nearest stairway to leave the building. Evacuation drills, held at least once per semester, help familiarize residents with procedures to evacuate the building safely. Recommended evacuation routes are provided through stickers on the back of each room/apartment door. Always leave the building when you hear the fire alarm. Do not tamper with fire equipment such as extinguishers, hoses, and alarm pull stations or disable or cover smoke detectors. Intentionally activating a false fire alarm is a violation of State Law 806.101 and the FSU Student Conduct Code. Anyone who activates a false alarm is subject to disciplinary action as well as criminal prosecution. At no time may anything be hung from sprinkler system pipes or sprinkler heads. Damage to this system could cause damage to personal belongings and to residence hall property. Candles, even for decorative purposes, are prohibited in all University residence halls.

Personal Safety
Do not give personal information to unknown individuals, including online. If an individual or company gains access to your personal information, they may obtain access to confidential information, from credit information to university documents. We encourage all students to review the Social Media Safety and Security information from FSU’s Information Technology Services: its.fsu.edu/ispo/social-media-tips
**Safety Resources**

**Florida State University Police Department (FSUPD)**

FSUPD located at the corner of Jefferson Street and Woodward Avenue, is available to assist students, faculty, staff, and visitors of the University. Police service is provided 24 hours a day, seven days a week. FSUPD can be reached at 850-644-1234. The Florida State University Police Department also provides liaisons, known as Adopt-A-C.O.P.P.s, to the residence hall community. These officers participate in staff functions and spend extra time in the halls doing security rounds and interacting with students. For more information, go to police.fsu.edu.

**Victim Advocate (VAP)**

The Victim Advocate program can provide assistance if you or someone you care about has been the victim of a crime. Advocates provide crisis intervention, counseling, and appropriate referrals. You may contact an advocate by calling 850-644-7161 or 850-644-2277 during weekday office hours, or by calling FSUPD at 850-644-1234 on evenings or weekends. For more information, go to victimadvocate.fsu.edu.

**SeminoleSAFE Mobile App**

The SeminoleSAFE app is the official mobile safety tool from Florida State University. It is built from a collaboration of multiple campus entities including FSU Police, Emergency Management, Dean of Students, University Health Services, Counseling & Psychological Services, Environmental Health & Safety, Housing, Athletics, Facilities and many more. Within the app you can use Guardian/Friend Walk to avoid walking alone across campus or Maps & Directions to help you arrive safely at your destination. You can get help in the case of a life-threatening emergency or tip the police off to crime. There is also a Game Day and a Housing Move-In guide within SeminoleSAFE. To learn more about SeminoleSAFE, visit: emergency.fsu.edu/services/seminolesafe-mobile-app.

**S.A.F.E. Ride Program**

This program is sponsored by SGA and provides students an evening transportation service around campus. Calling 850-644-SAFE (7233) from your residence hall, the library, or parking lot will bring a van or cart to your location, and take you anywhere on campus. During the fall and spring semesters Night Nole, sponsored by SGA, provides students with a safe ride home from the Tennessee Strip and other late-night venues. If you are walking or jogging at night, use a lighted path and be aware of the FSU blue lights around you. Blue lights indicate emergency phones.

**FSU ALERT System**

In the event of any emergency on campus, the university will use the FSU ALERT emergency notification system to warn everyone. There are up to 22 ways that FSU can use to alert the campus community in the event of an emergency, including: outdoor warning sirens, blue lights, e-mail, text messages, or NOAA weather radios. If one or more of these systems is activated, seek shelter in the nearest building and try to get more information by visiting the university website, www.fsu.edu, calling the
hotline 850-644-INFO (4636) or tuning a radio to 530AM. To learn more about the FSU ALERT system, including how to register your cell phone for text messages, visit alerts.fsu.edu/.

Severe Weather
In the event of severe weather, the University will use the FSU ALERT emergency notification system (including outdoor warning sirens, blue lights, e-mail, text messages, or NOAA weather radios) to warn the campus community. If one or more of these systems is activated, seek shelter in the nearest building and try to get more information by visiting the university website, fsu.edu calling the hotline 850-644-INFO (4636), or tuning a radio to 530AM. To learn more about the FSU ALERT system, including how to register your cell phone for text messages, visit alerts.fsu.edu. For more information on preparing for severe weather, visit https://housing.fsu.edu/campus-safety.

Severe Weather
Tallahassee is subject to strong to severe weather, especially during the spring and summer. In the event of severe weather (severe thunderstorm, tornado, or flash flood warning), an FSU ALERT will be issued. Seek shelter in the nearest building away from doors and windows until the storm has passed. These storms can bring winds in excess of 60 miles per hour, 3/4" hail, severe lightning and torrential downpours. It only takes 6 inches of moving water to knock you off your feet and 2 feet of water can float an SUV! Do not attempt to walk or drive through any floodwaters no matter how deep or fast you think it is.

Lightning
When lightning is occurring, the most dangerous place to be is an open area, such as a sports field. Nearly half of all lightning deaths occur in open areas. Many people are struck when they go under a tree to keep dry during a storm. Outdoor water activities such as swimming, boating and fishing are very dangerous during lightning. Seek shelter in a substantial building such as a residence hall, and do not be tempted to watch lightning from open windows or doors. A lightning strike to the ground or water can travel horizontally more than 30 feet in all directions. The National Weather Service promotes the 30-30 Rule in seeking safe shelter. The 30-30 Rule states: When you see lightning, count the time until you hear thunder. If this time is 30 seconds or less, go immediately to a safer place. As the storm passes, wait 30 minutes or more after hearing the last clap of thunder before leaving your shelter.

Hurricanes
June 1 through November 30 is hurricane season in Florida. In the event of a hurricane or tropical storm threat to Florida State, the university will provide specific recommendations well in advance for how students should prepare. Why wait for a storm though? Prepare now! The Florida State campus is one of the safest places in Tallahassee to be during a hurricane. It most cases, it is not necessary to evacuate residence halls for a storm, although you may be asked to leave your room for a safer location within your building away from doors and windows.
Those who are not familiar with severe weather terms may find the following definitions helpful:

- **A Hurricane “Watch”** indicates that a hurricane condition is a strong possibility and may threaten the Tallahassee area within 48 hours.
- **A Tornado “Watch”** indicates that conditions are favorable for a tornado during a set period of time.
- **A Hurricane “Warning”** indicates that a hurricane is expected in the Tallahassee area within 36 hours. Residents are advised to stay on campus and not travel home, as roads may become hazardous very quickly.
- **A Tornado “Warning”** indicates that a funnel cloud/tornado has been spotted in the immediate area and residents should find shelter immediately.

**Student Organization Space Reservations**

Public areas of the halls are for the use of staff, LLC faculty, residents and their guests. Persons who are not residents or permitted guests will be asked to leave. Sleeping is not allowed in public areas of residence halls. Only student groups who live in the hall can reserve lounge spaces. Public spaces, such as a lounge or basement, may be reserved provided that:

1. A request has been made in writing to the Head Staff of the building at least **10 days** in advance of the function. This request will be forwarded to the Hall Council for approval.
2. The requesting student or group spokesperson assumes responsibility for cleaning up, as well as for any damages incurred during the meeting.
3. University and residence hall rules and regulations are observed at all times.
4. No group other than Hall Council or Head Staff may charge admission to a function held in a residence hall.
5. The entity making the reservation is responsible for monitoring its guests' entry into and exit from the residence hall.
6. Private meetings are not permitted. All events occurring within the residence halls must permit residents to attend the event.
7. University Housing reserves the right to refuse the use of residence hall space.

To request the use of a residence hall space, please submit a reservation request through the University Housing website. Requests can be submitted by visiting: [housing.fsu.edu/hall-lounge-reservation-request](http://housing.fsu.edu/hall-lounge-reservation-request)
Computer Usage
Advances in technology have resulted in warnings being issued regarding online behavior and downloading audio and video files. Please consult the User Services Help Desk at helpdesk.fsu.edu or 850-­‐644-­‐HELP (4357) or the Guide to Computing Resources at http://fla.st/1G736EU for specific policies and for instructions on how to set up your computer on campus and utilize it properly. The Student Conduct Code prohibits the following behaviors related to computer usage:

- Unauthorized access or entry into a computer, computer system, network, database account, software, or data.
- Unauthorized alteration of computer equipment, software, network, or data.
- Unauthorized downloading, copying, or distribution of computer software or data.
- Any other act that violates Florida law or the Florida State University Policies and Responsibilities For Use Of Campus Computer And Network Resources.

Other important notes regarding the use of the campus network:

- Florida State University is a public entity under the laws of Florida. As such, you do not have a reasonable expectation of privacy for anything you do using a computer owned by Florida State or connected to the Florida State network. By accepting a computer account at Florida State, you are agreeing to the policies concerning privacy and proper computer use.
- Commercial advertising on unofficial websites using a University computing account is a violation of University policy. Individuals are prohibited from using their computing accounts in association with any commercial purpose or enterprise.
• Users who violate policies may be denied access to University resources and may be subject to other penalties and disciplinary action, both within and outside the University. Violations may be handled through the University conduct procedures applicable to the relevant user. Additionally, the University may temporarily suspend or restrict access to an account, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of University or other resources, or to protect the University from liability. The University may also refer suspected violations of applicable law to appropriate law enforcement agencies.

• FSU permits gaming devices on the Residence Hall network. You need to register your gaming device. If your gaming device has a browser, you can register via the online form that your browser will default to. Once you have registered your device via the form below you must reboot your system. For more help with gaming visit: helpdesk.fsu.edu/Network---Help/Gaming---at---FSU

Community Expectations

University Housing offers a unique community living environment. To preserve this special community, students are expected to exercise responsibility and to abide by the community expectations.

Community Expectations are designed to promote and maintain an atmosphere conducive to community living. All residents are responsible for knowing and adhering to these expectations. These expectations are a supplement to the Student Conduct Code and the University Housing Contract. Any violation of the expectations may result in conduct action. Students are expected to be knowledgeable of, and abide by, Community Expectations and the Student Conduct Code at all times.

For more information on the Student Conduct Code and to read all policies and procedures related to Student Conduct at Florida State University, go to: sccs.fsu.edu/

To review the University Housing Contract, go to: housing.fsu.edu/future-residents/contract-and-processes/contract-terms and click on the contract you submitted.

1. Respect for Persons

Students are required to refrain from behaviors that fall under the University’s definition of sexual misconduct, endangerment, harassment, and hazing. These specific behaviors are defined in the University’s Sexual Misconduct Policy and in the Student Conduct Code.

a. Visitation and Residents’ Guests
   i. In respect for the privacy of others, visitors are permitted during specified hours only in accordance with Housing visitation policies and your roommate/suitemate agreement. Roommates have the right to refuse guests in their room (for safety or any other reasons).
   ii. Hosts are expected to meet their guests at the building entrance and escort their guests at all times while in the building. A guest is defined as someone who is not assigned to the residence hall room, suite, apartment, or residence hall in which that person is located.
iii. At no time should any resident provide entrance to a building to someone who is not their guest.

iv. Residents are responsible, and can be held accountable, for the behavior of their guests. Residents of a room may be held responsible for guest behavior and actions that take place inside their room or in the common area of the residence hall, regardless if the residents are present.

v. Cohabitation is not permitted; only the residents assigned to the room or apartment may live in that room or apartment.

vi. Residents may have overnight guests in the halls with the permission of their roommate(s) and suitemate(s). Guests may not stay for more than three days in any 30-day period without written permission from the Residence Coordinator or Assistant Coordinator.

b. Unauthorized Recordings

i. No resident may audio or video record, broadcast, or live stream another resident inside the residence halls, including all public areas, without their knowledge or consent. Audio or visual equipment includes, but is not necessarily limited to, computer microphones, computer webcams, cell phones, digital cameras, and other digital video or audio recording devices.

ii. Non-residents are not permitted to engage in audio or visual recording, broadcasting, or live streaming within residence hall public areas (including, but not limited to, lobbies, lounges, kitchens, study lounges, recreation rooms, hallways, and laundry rooms) without the written consent of University Housing. Audio or visual equipment includes, but is not necessarily limited to, computer microphones, computer webcams, cell phones, digital cameras, and other digital video or audio recording devices.

2. Respect for Community

Students are expected to be respectful of other residential members and the surrounding community at all times. As members of a residential community, all students are required to abide by policies that create a community atmosphere for educational success within the residence halls.

a. Noise and Quiet Hours

i. Quiet hours are in effect from 9 p.m. until 9 a.m., during which time no noise should be heard outside student rooms or in the building courtyard. Residents may extend these hours on their floor by a two-thirds vote of the floor. Residents may extend these hours for the courtyard by a two-thirds vote of the hall or complex.

ii. Courteous noise levels that promote an atmosphere of academic success should be maintained during all hours. Residents should be adhering to these hours and comply with requests to lower noise volume.

iii. The playing of musical instruments should be restricted to music practice rooms. Students playing instruments in their rooms may be asked to stop if their playing disturbs others.

b. Residence Hall Operations

i. University property may not be removed from student rooms or from residential public areas.
ii. Students are responsible for the cleanliness of their own residence hall room, apartment or suite. Residents may face conduct action and/or be charged financially for special cleaning needed by improper care of rooms.

iii. Sales including, but not limited to, running a business out of a room or any type of solicitation is not permitted in the residence halls. All materials to be distributed to students within the residence halls must be approved by the Residential Student Experience Office.

iv. Fish are the only pets allowed in a student's room, suite or apartment. Each student may possess either a bowl or one aquarium not to exceed 10 gallons in capacity. No other pet is permitted within the residence halls.

c. Room Access
   i. All room changes must be authorized by appropriate personnel and must follow established change procedures.
   ii. Providing false information in an attempt to obtain a back-up key is prohibited.
   iii. Students are not permitted to give their FSUCard or room key to others.
   iv. If there is a vacancy in a student's assigned space, it is the responsibility of the remaining room occupants to ensure that the vacant space remains move-in ready. This includes, but is not limited to: ensuring an incoming student has immediate access to all University-assigned furniture and beds are separated. An incoming student should have equal access to physical space in the room and any shared common spaces including bathrooms, living rooms, and kitchens.

3. Respect for Health & Safety

Students are required to follow State of Florida laws and abide by policies ensuring the health and safety of the university residential community. In addition to the following policies, students are expected to abide by all university policies concerning weapons, alcohol, controlled substances, illegal drugs, and fire safety as specified by sections SCC VII.A-N of the Student Conduct Code.

a. Alcohol & Illegal Drugs
   i. Alcohol is not permitted in a residence hall room when all of the residents living in the room are under the age of 21. A guest over the age of 21 may not possess or consume alcohol except in the residence hall room or apartment of their host who is over the age of 21.
   ii. Residents 21 years of age or older are not permitted to have open containers of alcohol in a common area (including, but not limited to, hallways, lounges, kitchens, bathrooms, elevators).
   iii. Decorative alcohol containers (including, but not limited to, bottles, cans, and bottle caps) are not permitted regardless of the student's age.
   iv. Empty containers previously containing alcohol are prohibited in student rooms where no student is over the legal drinking age in the State of Florida. This includes, but is not limited to, empty alcohol cans or bottles.
   v. Devices that promote irresponsible drinking (including, but not limited to, kegs, beer balls, funnels, bongs, beer pong table, etc.) are not permitted in the residence halls.

b. Dangerous Items
i. Culinary knives used in kitchen areas for their intended purpose and pocket knives with blades less than four inches in length are permitted in the residence halls. Other knives, including but not limited to: swords, hunting knives, daggers, dirks, stiletto knives, machetes, axes, hatchets, and switchblades are not permitted in the residence halls.

ii. Fireworks, sparklers, and any item designed with the primary intention of exploding, including but not limited to: firecrackers, skyrockets, rockets, roman candles, and cherry bombs are not permitted in the residence halls.

c. Residential Fire Safety

i. The possession or use of open flame, heat or element devices such as barbeque grills, halogen torch lamps, candles, and incense are not permitted within the residence halls or adjacent building courtyards.

ii. Objects such as bookshelves cannot obstruct exits and hallways or cause potential fire hazards. Additional chairs, tables, and shopping carts are prohibited from being stored in the residence halls.

iii. Motorized vehicles including but not limited to motorcycles, mopeds, hoverboards, self-balancing scooter boards, two-wheeled scooters, Segways, and carts may not be operated, charged, or stored inside any residence hall.

iv. Residents must not leave their food items unattended while cooking with appliances at any time.

v. Seasonal decorative items including, but not limited to, live trees, hay, and dried leaves are not permitted in the residence halls.

vi. Items may not be hung from sprinkler pipes or heads. Nothing can be covering or placed within 18 inches of a sprinkler head.

vii. Flammable liquids, solvents, and any dangerous chemicals (including, but not limited to gasoline, kerosene, lighter fluid, propane, pressurized gas, laboratory chemicals, etc.) are prohibited from storage or use in any residential space. Personal-use lighters are permitted to be stored.

viii. Power strips and surge protectors must be plugged directly into a wall socket. Students shall refrain from plugging power strips and surge protectors into other power strips or surge protectors.

ix. Regardless of whether in the common area hallways or in the apartments/suites, all breaker boxes should be left visible and accessible. They should not be covered with decorations or blocked by other items.

x. Any other device, element, or object that presents a fire hazard or other safety hazard is not permitted in the residence halls.

d. Building and Facility Safety

i. Propping open doors or gates is prohibited.

ii. Students are not permitted to be out on ledges, roofs, or outside of windows.

iii. Students may not remove, alter, or tamper with door closures, peepholes, locks or any item that obstructs entry or exit to any door within the residence hall room.

iv. Screens must remain in windows at all times. Some window screens are affixed with a red plastic cord; students are prohibited from breaking this cord.
v. Additional locks or any object that impedes ingress or egress may not be added to the room, closet, or suite bathroom doors.

vi. Throwing or dropping objects from windows, balconies and roofs are prohibited.

vii. Tampering with, removing, modifying, or rendering inoperable any residence hall safety device is prohibited.

viii. If a student's room window requires a tool or key to open it, students shall not tamper with the locking mechanism to open the window.

ix. Windows may not be used as entrances or exits to and/or from student rooms or apartments.

x. Students are prohibited from displaying any item in windows of on-campus residential facilities or place any items in a window that obstructs access to the window.

e. Smoking is not permitted anywhere inside or adjacent to the residence halls. This includes the use of any tobacco, electronic, or vapor smoking devices. The Florida State University campus is tobacco-free.

4. Respect for Facilities & Property

Students are required to abide by policies that ensure the successful operation of its residential buildings and surrounding areas. Additional policies are defined in sections SCC VII.G & K of the Student Conduct Code.

a. Cooking in Student Rooms

i. Cooking appliances requiring more than 700 watts may not be used in student rooms.

ii. Any open element appliances such as toaster ovens, George Foreman grills, toasters, and electric frying pans may only be used in designated kitchen areas.

iii. The storage or use of household appliances including, but not limited to: dishwashers, additional refrigerators, freezers, and personal washing machines is prohibited within the residence halls.

iv. All cooking areas should be cleaned immediately after use.

b. Sports and general roughhousing are not permitted within the residence halls.

c. Students are expected to respect university property. Students shall be financially liable for damages (including mounted televisions, wall shelving), alterations (unauthorized painting of rooms), or removals that they cause (including damage caused by their guests) to residence hall rooms or buildings.

d. Prohibited Items

i. Weights and weight benches are prohibited, except each resident may possess one set of dumbbells, with no individual dumbbell weighing greater than 20 pounds.

ii. Wired and wireless routers are not permitted anywhere within the residence halls.

iii. Cinder blocks are not permitted in the residence halls.

iv. The use of wheeled conveyances including, but not limited to: rollerblades, skateboards, or bicycles is not permitted in the residence halls.

v. University Housing reserves the right to confiscate any traffic control devices until proper ownership of said item(s) can be determined. If it is determined that the item does not belong to the student, the University may charge the student in accordance to the Student Conduct Code.
vi. Students may not be in possession of any university common area furniture, fixtures, or safety equipment, including exit signs.

**Policy Violation Procedures**

Policies have been developed to protect the rights and encourage the responsibility of residents and to maintain orderly conduct for the educational process of this institution. Such policies are incorporated in our Community Expectations, the University Housing Contract, the Florida State University’s *Student Conduct Code*, and other agreements. A respect for the rights and privileges of others is the basic assumption of our educational mission.

**Adjudication Procedures**

Staff, students and University Police record incidents of possible policy violations. Reports are referred to a conduct officer. Housing Staff will contact and schedule an appointment with students who have been documented for allegedly violating a policy. At the scheduled meeting, the conduct officer will inform the student of their rights under the *Student Conduct Code* and a hearing body will be selected. If the case is heard administratively, the conduct officer will determine whether or not the student is responsible for a policy violation. The case may be referred to the Residential Conduct Board in which case an appointment is scheduled for the student at a time selected based on the student’s class schedule. Students found responsible for policy violations may be issued educational outcomes to follow or complete. If a student fails to respond to the charges or does not complete the outcomes, a conduct hold may be placed on their student record. This hold will prevent a student from registering for classes and from obtaining transcripts.

**Appeals**

Appeal procedures protect the interests and rights of resident students found responsible for violations of university or housing policy. Appeal requests may be granted for the following reasons:

- **Process Review.** That the proceeding was not conducted in accordance with established procedural standards or with bias or prejudice on the part of the hearing body. Such procedural errors must have substantially affected the outcome of the hearing.
- **Bias Review.** That the proceedings were not conducted without bias or prejudice on the part of the hearing body. May include but is not limited to demonstration of a conflict of interest, or failure to objectively evaluate all relevant information.
- **Information Review.** That the information presented in a proceeding does not support the finding of the hearing body that a violation of Code exists.
- **Outcome Review.** That the outcomes are extraordinarily disproportionate given the nature of the violations and any aggravating or mitigating circumstances presented.
- **New Information.** That new information exists that was not known to the individual appealing and could not reasonably have been known or discovered at the time of the original proceeding, and which would have substantially affected the outcome of the proceeding. This does not include statements from an affected/reporting individual or responding student who did not appear for a proceeding or hearing.
Appeals must be submitted to the Residential Student Experience Office within five business days after notice of the initial decision has been sent to the student. Appeal forms are available online at housing.fsu.edu/community-standards#appeals. On appeal, the burden of proof rests with the student to show clearly that an error has occurred during the initial hearing process. The appellate review officer may affirm the decision or outcome(s), alter the outcome, remand or direct the hearing body to review their original decision, or order that a new hearing be conducted. Appellate decisions will be communicated within fifteen days of an appellate review, unless notification is given that additional time is necessary for consideration of the record on appeal.

**When is Parental Notification Necessary?**

Parents of Florida State University students will be notified of a student’s involvement with alcohol and other drug violations if a student has been transported to the hospital due to his/her consumption of alcohol and/or other drugs, or when a student’s alcohol or other drug behavior demonstrates evidence of high risk.

**What is the “Parental Notification Letter?”**

In situations where students have been found responsible for a violation of the Florida State University alcohol or other drug policy, students will be required to complete an action statement in part explaining the nature of the situation and circumstances that led to the violation. If the student is found responsible for a subsequent violation of the alcohol and other drug policy, a copy of this statement will be sent to the permanent address on record along with official notification from the University.

**Housing Contract Information**

The University Housing Office is located in the Askew Student Life Center. Staff are available to assist you with room assignments, billing, and other housing matters from 8 a.m. – 5 p.m., Monday through Friday. The telephone number is 850-644-2860. The full Terms and Conditions of the Housing Contract are available on our website: housing.fsu.edu.

**Length of Contract**

Submitting a housing contract and required advanced payment commits the student to living in a university residence hall through the end of that contract term (i.e. Fall/Spring, Summer). The Housing Appeals Committee may release a student from the housing contract if there is a significant, documented, unforeseen financial or medical hardship that is outside of the student’s and his/her family’s control that has occurred since the contract date. Information regarding Housing Appeals procedures is available from the University Housing Office. Inquiries can be directed to housing@fsu.edu.

**Break Closings**

The University Calendar as published in the University Bulletin specifies the date and hour the residence halls will close at the end of each term and at Spring Break. Failure to vacate at the specified time may result in disciplinary action. You do not need to remove all of your belongings from the room
during Spring or Winter breaks. To avoid disturbing fellow residents during finals week, you are encouraged to leave the hall within 24 hours of your last exam.

**Payment**
The academic year contract obligates students to financial responsibility for the entire contract term. It is the student's responsibility to ensure satisfactory payment of housing fees. Housing fees may be paid:
1) in person in the Housing Office or Student Business Services from 8:30 a.m. — 4:30 p.m., Monday through Friday; 2) by mail to the University Housing Office, or 3) online at [http://fees.fsu.edu](http://fees.fsu.edu).

**Room Occupancy**
Only those students assigned to a room may occupy the room. Residents may not sublet their rooms to another person.

**Administrative Relocation/Termination**
University Housing reserves the right to cancel, change or terminate room assignments in the interest of order, health, discipline, disaster or maximum utilization of facilities, after due notice to the assigned students. Disregard for the rights, responsibilities and duties of others, as well as the creation of circumstances which could jeopardize life, limb or property, are conditions that are not acceptable in University Housing and may be cause for termination of the housing contract. For additional information regarding the Terms and Conditions of the Contract, please refer to the University Housing website at [http://housing.fsu.edu](http://housing.fsu.edu) or contact the University Housing office at 850-644-2860.

**Room Changes**
Contact the Head Staff of your building if you need to change rooms. Until a request is approved, students must remain in their current assignment. Students who make unauthorized room changes may be subject to disciplinary action and/or required to move back to their original assigned room. All approved changes will be communicated in writing by University Housing.

**Entering Rooms**
Authorized university personnel may enter student rooms for regular health and safety inspections and for maintenance purposes. Staff may also enter rooms when a reasonable belief exists that the room is being used for a welfare check, illegal purpose, or for a purpose that would interfere with discipline and/or personal safety.
Florida State University Discrimination Policies

Equal Opportunity, Non-Discrimination, and Non-Retaliation Policy & Procedures

Florida State University (University) is an affirmative action and equal opportunity employer supporting a culturally diverse educational and work environment. The University is committed to a policy of equal opportunity, non-discrimination and non-retaliation for any member of the University community on the basis of race, creed, color, sex, religion, national origin, age, disability, veterans’ or marital status, sexual orientation, gender identity, gender expression, or any other protected group status. This policy applies to faculty, staff, students, visitors, applicants, and contractors in a manner consistent with applicable federal and state laws, regulations, ordinances, orders and rules, and University's policies, procedures, and processes. It addresses all terms and conditions of employment in addition to student life, campus support services and/or academic environment.

The University expressly prohibits unlawful discrimination, harassment, or retaliation, whether in assumption, attitudes, acts, or policies. Conduct that intimidates by threat, brings about adversity, or creates a hostile environment, is contrary to the University's commitment of maintaining a harmonious, high performance work and educational environment.

Retaliation against an individual, who in good faith brings a discrimination or harassment complaint, participates in the investigation of a complaint, or engages in some other protected activity, is expressly prohibited and will be regarded as a separate and distinct cause for discipline under these procedures.

Sexual Discrimination and Sexual Misconduct Policy

Sex Discrimination and Sexual Misconduct are contrary to Florida State University's (“FSU” or “University”) values and moral standards, which recognize the dignity and worth of each person. The University is committed to providing and maintaining programs, activities, and an educational and work environment founded on civility and respect, where no one is unlawfully excluded from participation in, denied the benefits of, or subjected to discrimination in any University program or activity on the basis of sex (including gender), sexual orientation, gender identity, or gender expression (“Sex Discrimination”). The University strongly promotes the involvement of all campus constituents in making FSU a safe and welcoming environment. In order to address situations of Sex Discrimination or Sexual Misconduct, individuals are encouraged to promptly report an incident. A student should report the incident to the Title IX Director. All students are encouraged to read the full text of the University Policy via https://knowmore.fsu.edu/title-ix/title-ix-signed-statement/.

University Policy on HIV/AIDS

It is the policy of the State University System to balance the rights of HIV/AIDS victims to an education and employment against the rights of students and university employees to an environment in which they are protected from contracting disease. Students, employees, and applicants for admission or employment at FSU who have or who may become infected with the HIV virus will not be excluded from enrollment or employment or restricted in their normal responsibilities and access to University services or facilities due to their HIV/AIDS status, unless individual medically-based judgments establish
that exclusion or restriction is necessary to the welfare of the individual or of other members of the University community. Counseling & Psychological Services and University Health Services have HIV/AIDS counselors who can provide confidential counseling and referrals. Records gathered by the university about a student’s condition are confidential, as provided by federal and state regulations. For additional information, please refer to the Student Handbook, via https://dsst.fsu.edu/resources/student-handbook.

Go ‘Noles!

University Housing
housing@fsu.edu
(850) 644-2860
109 Askew Student Life Building
Florida State University
Tallahassee, FL 32306